

**COUNTY EXECUTIVE'S 2007 BUDGET****DEPT:** REGISTER OF DEEDS**UNIT NO.** 3400**FUND:** General - 0001**OPERATING AUTHORITY & PURPOSE**

Pursuant to Sections 59.43, 69.22 and other pertinent sections of the Wisconsin Statutes, the Register of Deeds records, indexes and optically scans real estate documents, corporation papers and military discharges; records informal probate instruments; files and indexes financing statements;

maintains a motor vehicle lien index; files and indexes birth, marriage and death certificates; sells copies of the above described documents; collects the real estate transfer tax; and performs such other functions as provided by law.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>2005 Actual</b>	<b>2006 Budget</b>	<b>2007 Budget</b>	<b>2006/2007Change</b>
Personal Services (w/o EFB)	\$ 1,887,462	\$ 1,815,003	\$ 1,838,475	\$ 23,472
Employee Fringe Benefits (EFB)	1,149,484	1,054,732	1,680,034	625,302
Services	255,695	302,587	301,165	(1,422)
Commodities	42,613	102,282	66,418	(35,864)
Other Charges	0	0	0	0
Debt & Depreciation	0	0	0	0
Capital Outlay	0	4,200	0	(4,200)
Capital Contra	0	0	0	0
County Service Charges	634,350	765,788	720,570	(45,218)
Abatements	(598,288)	(803,395)	(664,207)	139,188
<b>Total Expenditures</b>	<b>\$ 3,371,316</b>	<b>\$ 3,241,197</b>	<b>\$ 3,942,455</b>	<b>\$ 701,258</b>
Direct Revenue	6,797,729	6,223,000	6,421,000	198,000
State & Federal Revenue	0	0	0	0
Indirect Revenue	6,910	0	0	0
<b>Total Revenue</b>	<b>\$ 6,804,639</b>	<b>\$ 6,223,000</b>	<b>\$ 6,421,000</b>	<b>\$ 198,000</b>
<b>Direct Total Tax Levy</b>	<b>(3,433,323)</b>	<b>(2,981,803)</b>	<b>(2,478,545)</b>	<b>503,258</b>

<b>ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*</b>				
<b>Account Summary</b>	<b>2005 Actual</b>	<b>2006 Budget</b>	<b>2007 Budget</b>	<b>2006/2007Change</b>
Central Service Allocation	\$ 72,082	\$ 73,460	\$ 72,938	\$ (522)
Courthouse Space Rental	314,040	328,239	325,657	(2,582)
Tech Support & Infrastructure	69,530	104,582	110,016	5,434
Distribution Services	27,429	20,617	40,566	19,949
Telecommunications	4,271	4,838	3,484	(1,354)
Record Center	9,487	12,605	1,830	(10,775)
Radio	0	0	0	0
Computer Charges	20,700	51,441	19,105	(32,336)
Applications Charges	67,121	105,131	76,106	(29,025)
<b>Total Charges</b>	<b>\$ 584,660</b>	<b>\$ 700,913</b>	<b>\$ 649,702</b>	<b>\$ (51,211)</b>
<b>Direct Property Tax Levy</b>	<b>\$ (3,433,323)</b>	<b>\$ (2,981,803)</b>	<b>\$ (2,478,545)</b>	<b>\$ 503,258</b>
<b>Total Property Tax Levy</b>	<b>\$ (2,848,663)</b>	<b>\$ (2,280,890)</b>	<b>\$ (1,828,843)</b>	<b>\$ 452,047</b>

\* These costs are included in other departmental and non-departmental budgets. They are reflected here to show the "total" amount of tax levy support for this Department.

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PERSONNEL SUMMARY				
	2005 Actual	2006 Budget	2007 Budget	2006/2007Change
Personal Services (w/o EFB)	\$ 1,887,462	\$ 1,815,003	\$ 1,838,475	\$ 23,472
Employee Fringe Benefits (EFB)	\$ 1,149,484	\$ 1,054,732	\$ 1,680,034	\$ 625,302
Position Equivalent (Funded)*	48.0	49.5	49.1	(0.4)
% of Gross Wages Funded	94.9	100.0	100.0	0
Overtime (Dollars)**	\$ 271,322	\$ 84,396	\$ 142,500	\$ 58,104
Overtime (Equivalent to Position)	2.4	2.4	4.1	1.7

\* For 2005 Actuals, the Position Equivalent is the budgeted amount.

\*\* Delineated for information. (Also included in personal services.)

PERSONNEL CHANGES				
Job Title/Classification	Action	Number of Positions/ Total FTE	Division	Cost of Positions (Excluding Fringe Benefits)
Document Recorder	Abolish	2/2.0	Real Estate Services	\$ (74,686)
Drafting Tech 3	Abolish	1/1.0	Tax Listing Services	0
			TOTAL	\$ (74,686)

ORGANIZATIONAL COST SUMMARY					
DIVISION		2005 Actual	2006 Budget	2007 Budget	2006/2007Change
Administration	Expenditure	\$ 774,317	\$ 902,490	\$ 919,613	\$ 17,123
	Abatement	(256,139)	(408,023)	(346,131)	61,892
	Revenue	7,001	0	0	0
	Tax Levy	\$ 511,177	\$ 494,467	\$ 573,482	\$ 79,015
Cashier Service	Expenditure	\$ 621,418	\$ 561,651	\$ 646,209	\$ 84,558
	Abatement	(25,992)	(27,088)	(29,318)	(2,230)
	Revenue	(478)	0	0	0
	Tax Levy	\$ 595,904	\$ 534,563	\$ 616,891	\$ 82,328
Real Estate Services	Expenditure	\$ 1,657,231	\$ 1,621,619	\$ 1,891,640	\$ 270,021
	Abatement	(207,298)	(171,365)	(176,674)	(5,309)
	Revenue	6,352,879	5,742,000	5,941,000	199,000
	Tax Levy	\$ (4,902,946)	\$ (4,291,746)	\$ (4,226,034)	\$ 65,712
Vital / Statistics / Identification	Expenditure	\$ 588,742	\$ 568,593	\$ 692,352	\$ 123,759
	Abatement	(73,432)	(75,059)	(72,016)	3,043
	Revenue	439,501	461,000	470,000	9,000
	Tax Levy	\$ 75,809	\$ 32,534	\$ 150,336	\$ 117,802
Tax Listing Services	Expenditure	\$ 327,904	\$ 390,239	\$ 456,848	\$ 66,609
	Abatement	(35,428)	(121,860)	(40,068)	81,792
	Revenue	5,738	20,000	10,000	(10,000)
	Tax Levy	\$ 286,738	\$ 248,379	\$ 406,780	\$ 158,401

## MISSION

The Milwaukee County Register of Deeds Office provides timely, secure, accurate, archival, accessible and cost-effective record systems and services that are delivered in a prompt and courteous manner.

## DEPARTMENT DESCRIPTION

The **Administration** Division directs the activities of the Department in its recording, filing and sale of

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official documents, deeds and certificates; prepares the departmental budget and maintains budgetary controls; presents departmental recommendations to the Judiciary, Safety and General Services Committee of the County Board; analyzes and reports on legislation affecting the Register of Deeds function in Milwaukee County; performs all departmental business functions such as reconciliation of all revenue and statistical reports, all personnel functions, preparation and processing of requisitions, work authorizations, expenditure/revenue transaction forms, receipt and dispersal of office supplies and inventory control; and maintains and controls escrow funds. This division includes the Register of Deeds, Deputy Register of Deeds, one Administrative Specialist and one Fiscal Assistant 2.

The **Cashier Services** Division receives all monies required by the Department, determines the recordability and records all documents according to State Statutes. This Division includes one Clerical Assistant 2, one Administrative Assistant (Register of Deeds), five Fiscal Assistant 1's and one Fiscal Assistant 2 position.

The primary responsibility of the **Real Estate Services** Division is to comply with State Statutes regarding the indexing and optical scanning of all public real estate indices. The duties include optical imaging all documents, maintaining the automated real estate tract index, maintaining indices for motor vehicle liens, financing instruments, and military discharges; and validating Department of Commerce weatherization stipulations and waivers. This division includes two Administrative Assistants, one Clerical Specialist (Register of Deeds), three Document Recorders and 14 clerical support positions.

The **Vital Statistics** Division (formerly the Vital Statistics/Identification Services Division) maintains files on birth, death and marriage records and change of name orders according to State Statute. Records are updated and changed due to legitimization and adoption. Certified copies of these documents are sold to the general public. This Division also conducts genealogical research. This Division includes one Administrative Assistant, one Clerical Assistant 2 and six Clerical Assistant 1 positions.

The **Tax Listing Services** Division reviews tax descriptions, assigns new tax key numbers due to real estate boundary changes, maintains plat books and property records, assists in preparation of petitions for foreclosure action and provides copies of real estate document recordings to local assessors. This Division includes one Administrative Specialist (Register of Deeds) and three Clerical Specialist (Register of Deeds) positions. One position of Geographic Information Technician (funded by Milwaukee County Automated Mapping and Land Information System (MCAMLIS) – Org. Unit 1923) is also located in this division.

### BUDGET HIGHLIGHTS

- Personal services expenditures without fringe benefits increase by \$23,472 from \$1,815,003 to \$1,838,475 primarily due to an increased overtime appropriation.
- In the Real Estate Services Division, two Document Recorder positions are abolished for a savings of \$74,686, without fringe benefits. One Drafting Technician 3 position in the Tax Listing Services Division was unfunded in 2006 and is abolished in 2007.
- Total revenues increase by \$198,000, from \$6,223,000 to \$6,421,000 primarily due to an increase of \$120,000 in Real Estate Transfer fee revenue and a \$60,000 increase in Copy and Duplicating fee revenue resulting from an expected increase in customers purchasing Loreto Internet access.
- Commodities expenditures decrease by \$35,864 from \$102,282 to \$66,418 largely due to a \$10,400 reduction in the appropriation budgeted for maintaining data processing equipment and a \$19,340 reduction in the printing, binding and stationary appropriation based on need.
- All fees remain at the 2006 level.
- All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No

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payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in

violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severely liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."

<b>REGISTER OF DEEDS 2007 FEE SCHEDULE</b>		
<u>Description</u>	<u>Statutory Authority or Ordinance</u>	<u>Fee</u>
Real Estate Search	Ordinance 56.28	\$10.00
Certification Sheriff Sale	State Statute 59.43(2)	11.00*
BUCC Documents	State Statute 59.43(2)	11.00****
Corporate Name	State Statute 59.43(2)	11.00*
Execution	State Statute 59.43(2)	11.00*
Guardianship	State Statute 59.43(2)	11.00*
Rents/Weatherization	State Statute 101.122	10.00
LisPendens	State Statute 59.43(2)	11.00*
General Recording Fees	State Statute 59.43(2)	11.00*
Digital Images (fee per image)	State Statute 59.43(2c)	.04
Vital Statistics Court Order	State Statute 59.43(2)	11.00*
Vacation & Plats	State Statute 59.43(2)	11.00*
Birth/Vital Statistics	State Statute 69.22	12.00**
Vital Statistics – Duplicate Copies	State Statute 69.22	3.00
Certification Filings/Recording Fees	State Statute 59.43(2)	1.00
Other Fees (Vital Check)	State Statute 69.22	8.00
Death/Marriage/Vital Statistics	State Statute 69.22	7.00
Copy Fees	State Statute 59.43(2)	2.00
Real Estate Transfer (Per \$100)	State Statute 77.22	0.30***
Tax Listing Fees (Per Document)	Ordinance 88.473	1.20
Other Service Fees (Vital Statistics)	State Statute 69.22	7.00
Subdivision Plats	State Statute 59.43(2)	50.00
Termination of Joint Tenancy	State Statute 59.43(2)	25.00

\* Of the \$11.00 Fee, Milwaukee County realizes \$4.00 of revenue.

\*\* Of the \$12.00 Birth Record Fee, Milwaukee County realizes \$5.00 of revenue.

\*\*\* Of this fee, Milwaukee County retains 20% or \$0.06 per \$100.

\*\*\*\* Of the \$11.00 Universal Commercial Code Fee, Milwaukee County realizes \$10.00 of revenue.

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RECORDINGS HISTORICAL		
<u>Year</u>	<u>Total Recordings</u>	<u>Recordings per day</u>
2001	186,710	746
2002	226,057	887
2003	291,021	1,141
2004	212,273	832
2005	230,466	911

NUMBER OF RECORDINGS PER DAY			
<u>Month</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>
January	663	1,155	1,035
February	743	884	711
March	655	760	852
April	854	903	777
May	1,021	823	824

ACTIVITY AND STATISTICAL SUMMARY				
	<u>2005 Budget</u>	<u>2005 Actual</u>	<u>2006 Budget</u>	<u>2007 Budget</u>
Recording	200,000	230,466	216,000	216,000
Chattels/General Filings*	1,300	0	0	0*
Vital Statistics Placed on File	35,000	30,885	35,000	35,000
Certified Copies - Birth, Death, Marriage	95,000	92,861	95,000	100,000
Transfer Tax	19,000	23,626	20,000	20,000
Vital Statistics Corrections - No Fee	16,000	12,523	15,000	15,000
Vital Statistics Certifications - No Fee (VA)	400	161	300	300
Termination of Joint Tenancy	2,000	1,863	2,000	2,000
Genealogy Services	5,000	3,949	5,000	5,000
Real Estate Searches**	1,200	444	800	700**
Marriage Registrations	6,000	4,883	5,000	5,000
DILHR Validation	1,500	1,771	1,600	1,600

\* Due to Change in State Law requiring that Commercial filings be filed directly with the State instead of the County Register of Deeds.

\*\* Due to internet accessibility searches have decreased.